

2003 Annual Report
MAIN LIBRARY/SYSTEM FORM

Main Library Name	A Main Library is a unit of a Library System that provides direct public library service. Give the legal name of the library.
System Name	Provide System Library Name only if different from Main Library Name. Otherwise, "none" should be noted.
Main Library Address	This is the complete street address of the main public library.
Mailing Address	This is the mailing address of the Main Public Library.
Telephone	This is the telephone number of the Main Public Library, including area code. Report telephone number without spacing or punctuation.
Fax	If the library does not have a fax, enter 0000000000.
Web Address	If the library does not have a web address, enter "none".
Square Footage	Square footage of main public library is the area, in square feet, of the main public library. Report the total area in square feet for the main library. This is the area on all floors enclosed by the outer walls of the main library. Include all area occupied by the main library, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the library has use of that area.
Library Type Code	A unit of an administrative entity that provides direct public library service. The Type of Library Code has been preselected for the library. CE - Central Library
Metro Status	The Metropolitan Status Code has been preselected for the library. CC - Within the city limits of the central city of a Metropolitan Area. NC - Metropolitan Area, but not within central city limits. NO - Not in a Metropolitan Area.
Interlibrary Relationship Code	The Interlibrary Relationship Code has been preselected for the library. HQ - Headquarters of a System, Federation, or Cooperative Service. The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service. ME - Member of a System, Federation, or Cooperative Service, but not the headquarters.
Legal Basis Code	Legal Basis Code is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library. The code has been preselected. CI- Municipal Government (city, town or village).

	NP- Non-profit Association or Agency.
Public Library Definition	<p>Does this public library meet all the criteria of the FSCS public library definition?</p> <p>A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides all of the following:</p> <ol style="list-style-type: none"> 1. an organized collection of printed or other library materials, or a combination thereof 2. paid staff 3. an established schedule in which services of the staff are available to the public 4. the facilities necessary to support such a collection, staff, and schedule 5. is supported in whole or in part with public funds <p>Check this box If the library meets all of the requirements of this definition.</p>
Number of Central Libraries	Number of Central Libraries. This type of library can be a single outlet library or the library which is the operational center of a multiple-outlet library. Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.
Number of Branches	<p>Number of Branch Libraries. A branch library is an auxiliary unit of a Central library which has at least all of the following:</p> <ol style="list-style-type: none"> 1. separate quarters 2. an organized collection of library materials 3. paid staff 4. regularly scheduled hours for being open to the public.
Number of Bookmobiles	<p>Number of Bookmobiles. A bookmobile is a traveling branch library. It consists of all of the following:</p> <ol style="list-style-type: none"> 1. a truck or van that carries an organized collection of library materials 2. paid staff 3. regularly scheduled hours (bookmobile stops) for being open to the public. <p>Note: Count the number of vehicles in use, not the number of</p>

	stops the vehicle makes.
Non-Resident Borrower's Fee	Non-resident Borrower's Fee is a fee imposed on borrowers outside of the city/town of the library. Report the amount of the fee without currency symbols.
Director's Email Address	The Director's email address and fax will be used to communicate with the director about library business. It is assumed that the email and fax given are correct for the Annual Report fiscal year and that any changes between are given to OLIS for communication purposes. Type "none" if Director has no email address.
Director's Fax	If the director does not have a personal or library fax that (s)he uses, type 0000000000 in the field.
Number of Trustees	Number of Trustees. Do not include the Librarian in this count. Include vacancies.
Any Board Changes?	Send updates to Debbie Cullerton, OLIS
Friends of the Library	If there is no Friends of the Library, type "none" in all fields below except for Number of Friends and Friends Chair Telephone. Number of Friends is "0". Friends Chair Telephone is "0000000000".

BRANCH FORM

Branch Information	A branch is a unit of a Library System that provides direct public library service.
Branch Address	This is the complete street address of the public library outlet (branch or bookmobile.) For a bookmobile that operates from a main library or branch, report the address of the main library or branch from which it operates. For a bookmobile that does not operate from a main library or branch, report the address where the bookmobile is parked at night.
Branch Mailing Address	This is the mailing address of the public library outlet (branch or bookmobile.) Do not report a post office or general delivery.
Telephone	This is the telephone number of the public library outlet (branch or bookmobile), including area code. Report telephone number without spacing or punctuation.
Fax	If the outlet does not have a fax, enter 401 000 0000 in the fields.
Web Address	If the outlet does not have a web address, enter "none"
Square Footage	Square footage of the public library branch is the area, in square feet, of the public library branch. Report the total area in square feet for each library branch separately. This is the area on all floors enclosed by the outer walls of the library branch. Include all area occupied by the library branch, including those areas off-limits to the public. Include any areas shared with another agency or agencies if the branch has use of the area.
Type of Branch Code	The Type of Library Code has been preselected for the library. This is an FSCS definition. BS – Bookmobile BR - Branch Library
Metro Status	The Metropolitan Status Code has been preselected for the library. This is an FSCS definition.

	CC - Within the city limits of the central city of a Metropolitan Area NC - Metropolitan Area, but not within central city limits. NO - Not in a Metropolitan Area
Friends of the Library	If there is no Friends of the Library, type "none" in all fields below except for Number of Friends and Friends Chair Telephone. Number of Friends is "0". Friends Chair Telephone is "0000000000".

HOURS FORM

Schedule Form	Report FY2003 weekly schedules for opening hours and closing hours of every day the library is open to the public. When the library opens and closes the same every week, list the weekly schedule with the number of weeks that the schedule follows. Use as many Schedule Forms as necessary for different schedules (i.e., Winter and Summer schedules.) Click the Add a New Schedule link to create another blank Schedule Form. Use a different Schedule Form if there is a seasonal or nonseasonal change in the hours open weekly schedule or there is more than one opening and closing of the library a day in the regular schedule. Season includes the choice, "Non-Seasonal" which means the schedule does not fit a season but is less than 52 weeks. The Schedule Forms completed should total to a correct annual number of hours open.
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STAFF FORM

STAFF FORM	Report the total number of hours per week of paid staff for each data element in this form. Report figures as of the last day of the fiscal year (June 30th) for the Reporting Year. Include all positions funded in the library's budget whether these positions are filled or not (FSCS)
Total Librarians	Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (FSCS.) Report the total number of hours per week of paid staff for Total Librarians.
All Other Paid Staff	All Other Paid Staff. Definition: This includes all other employees paid from the reporting unit budget, including plant operations, security, and maintenance staff. (FSCS) Report the total number of hours per week of All Other Paid Staff.
Total Paid Employees	Total Paid Employees. This is the sum of total librarians and all other paid staff (FSCS.) This total is automatically calculated. Correct differences in the breakdown.
ALA- MLS Librarians	ALA-MLS Librarians have master's degrees from programs of library and information studies accredited by the American Library Association (FSCS.) Report the total number of hours per week of paid staff for ALA-MLS Librarians. Include the ALA-MLS Librarians number in the Total Librarians number.

COLLECTION FORM

COLLECTION FORM	Report FY2003 data for physical units, both catalogued and uncatalogued, held at the end of the fiscal year. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit (e.g. two compact discs or two video cassettes) and are generally checked out as a unit, should be counted as one physical unit.
Books	Books are non-periodical printed publications bound in hard or soft covers or in loose-leaf format.
Serials	Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume..
Books/Serials:	The Books/Serials Total is automatically calculated. Correct differences in the breakdown for books and serials.
Audio	Audio materials are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audioreels, talking books, and other sound recordings.
Video	Video are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.
Electronic	Electronic Format Materials are the number of physical units such as CD-ROMs, diskettes, etc. that are designed to be processed by a computer. Examples are government documents, reference tools or serials distributed on CD-ROM or other portable digital carrier, locally mounted databases, diskettes, or magnetic tapes. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.
Other	Other Materials includes all materials other than books, serials, audio, video and electronic format. It includes but is not limited to microforms, government documents in print, films, realia, and toys.
Total Collection	Materials Total includes the total number of books, serials, audio, video, electronic format and other materials. This total is automatically calculated. Correct differences in the breakdown.

Subscriptions	<p>Subscriptions refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions. Do NOT include EBSCO.</p> <p>Note: Count print subscriptions purchased from the library's budget and those donated, not individual issues. Include the total number of subscriptions for all facilities. Count according to how catalogued.</p>
Total Circulation	<p>Total Circulation is the total annual circulation of all library materials of all types, including renewals.</p> <p>Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.</p>
Total Circulation by Category	Circulation Total by Categories includes adult, children, and all other categories by age. The Categories Total should match the Formats Total (print, av, and all other formats in the collection.)
Total Circulation by Format	Circulation Total by Formats includes print, av, and all other formats in the collection. The Formats Total should match the Categories Total (adult, children, and all other age groupings).
Circulation Total	Circulation Total by Category must equal Circulation Total by Format. The total by category and total by format are automatically calculated. Correct differences in the breakdowns for category and format.
Interlibrary Loans to Other Libraries	Interlibrary loans Provided To are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. This data is reported as an annual figure. ILL to Total is automatically calculated. Correct differences in the breakdown.
Interlibrary Loans from Other Libraries	Interlibrary Loans Received From are library materials, or copies of the materials received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. This data is reported as an annual figure. ILL From Total is automatically calculated. Correct differences in the breakdown.

SERVICES FORM

Public Services Hours	Public Service Hours per Year is the sum of annual public services hours for the centrals and its branches and bookmobiles. It should include the hours open for public service for centrals, branches, and bookmobiles. For each bookmobile, count only the hours during which the bookmobile is open to the public. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work. This Total is automatically calculated from the Hours Open form. Make any corrections on the Hours Open form.
Library Visits	Library Visits is the total number of persons entering the library for whatever purpose during the year. If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).
Reference Transactions:	Reference Transactions are information contacts which involve the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, or by phone, fax, mail, or electronic mail from an adult, a young adult, or a child. Do not count directional transactions or questions of rules or policies. Examples of directional transactions are "Where are the children's books?" and "I'm looking for a book with the call number 811.2G." An example of a question of rules or policies is "Are you open until 9:00 tonight?" If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A "typical week" is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open.)
Young Adult	Young Adults are persons age 15 and over.

Programs Total	Total Programs includes PreSchool, School Age, YA, Adult, Family, Elderly, and General Programs. This total is automatically calculated.
Children's Program Total	Children's Program Attendance is the count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children. Output Measures for Public Library Service to Children: A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under. Children's Program Attendance is the sum of PreSchool and School Age. Children's Total is automatically calculated. Correct differences in the breakdown.
Young Adult	Young Adults are persons age 15 and over.
Total Program Attendance	Total Attendance includes PresSchool, School Age, YA, Adult Family, Elderly, and General Attendance. This total is automatically calculated.

TECHNOLOGY FORM

Do you report Database Queries?	Database Queries are searches conducted in the library's online databases. Subsequent activities by users (e.g., browsing, printing) are not considered part of the search process. A query (search) represents a unique intellectual inquiry. Typically a search is recorded each time a search form is sent/submitted to the server. Subsequent activities to review or browse among the records retrieved or the process of isolating the correct single item desired do not represent additional searches, unless the parameter(s) defining the retrieval set is modified through resubmission of the search form, a combination of previous search sets, or some other similar technique.
Do you report online database content views?	Content Views are full-text article/pages, abstracts, citations, and text only, text/graphics. Items are examined (i.e., viewed, marked or selected, downloaded, emailed, printed) to the extent that they can be recorded and controlled by the server rather than the browser.
Do you subscribe to full text titles and offer them to the public?	Do not include titles that you access but do not subscribe to yourself.
How is the Internet used in your library?	If the library has Internet access, the Internet is used by (select one). ST - library staff only PI - patrons through a staff intermediary only PE - patrons either directly or through a staff intermediary NA - not applicable M - missing (unknown, not reported)
Does your library provide access to electronic services?	These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library. Example of electronic services include bibliographic and full-text databases, multi-media products.

Number of Internet terminals used by staff only	Number of computer terminals (PC, 'dumb terminal' ,etc.) used by staff only in the library that are used to connect to the Internet (text only, graphical, etc.).
Number of Internet terminals used by the public	Number of computer terminals (PC, 'dumb terminals', etc.) used by general public in the library that are used to connect to the Internet (text only, graphical, etc.).
Number of users of electronic resources per typical week	Count the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to, Internet (WWW, email, telnet, other), online indexes, CD-ROM reference sources, software, and the online catalog. Do not include staff use of these resources.

INCOME AND EXPENDITURES FORM

OPERATING INCOME (Revenue Received)	<p>Report income used for operating expenditures. Include federal, state, or other grants sources of income. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g. fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.) Count only auditable records.</p> <p>Report figures in whole dollar amounts. Round up to the nearest dollar if \$.50 or over, down if under \$.50. Local accounting practices shall determine whether a specific item is capital income or operating income regardless of examples in the definitions. Report capital income under data item, "Capital Income." Include income budgeted from the library budget and from other sources for each data item.</p>
Local Income	(Local Income also known as) Local Government Income includes ALL TAX and NON-TAX RECEIPTS designated by the community, district, or region and available for (operating)expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees. (Do not include state aid such as Grant-In-Aid income.) FSCS definition.
State Income	State Government Income are all (operating) funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights.
Federal Income	Federal Income includes all federal government (operating) funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State. Include LSTA funds.

Other Income	Other Income is all (operating) income other than that reported by local, State, and federal. Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. (Include Non-Government Grant Sources and Endowments.) Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations. FSCS definition.
Operating Income Total	Total Operating Income includes (operating) income from local, State, federal, and other income. (This total is automatically calculated. Correct errors in the breakdown.) FSCS definition.
Capital Income	Capital Income includes total capital income from Local government, State, federal, and other. Do not report operating income here.
Total Income	Total Income includes Total Operating Income and Total Capital Income. This total is automatically calculated. Correct an error in the breakdowns for operating income and the capital income total.
Non-Government Grant Sources	Non-Government Grant Sources includes all grant income, other than that reported by local, State or federal, used for operating expenses. Include in Other (operating) Income Total.
Endowment Income	Endowment Income includes all income from endowments used for operating expenses. Include in Other (operating) Income Total.
OPERATING EXPENDITURES (Revenue Expended)	Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not reported. Report figures in whole dollar amounts. Round up to the nearest dollar if \$.50 or over, down if under \$.50. Do not report cents. Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of examples in the definitions. Report capital expenditures under data item "Capital outlay". Include expenditures paid from the library budget and from other sources for each data item.
Employee Total	Employee Total is the sum total of Employee Salaries and Employee Benefits that are entered under Selective Categories.

Collection	<p>Collection Operating Expenditures Total includes all expenditures for materials purchased or leased for use by the public. It includes print (books/serials), subscriptions, electronic format, etc.</p> <p>Note: Include Operating Expenditures for Materials in Electronic Format here as well as under the Selective Categories section.</p>
Other Expenditures	<p>Other Operating Expenditures includes all expenditures other than those for Staff and Collection. Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities. Include Preservation. Include Operating Expenditures for Electronic Access that is entered under Selective Categories. Include Non-Government Grant Sources and Endowments.</p>
Total Operating Expenditure	<p>Total Operating Expenditures includes total expenditures on staff, total expenditures on collection, and other operating expenditures. This total is automatically calculated. Correct differences in the breakdown.</p>
Capital Outlay	<p>Capital Outlay are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation. LOCAL ACCOUNTING PRACTICES SHALL DETERMINE WHETHER A SPECIFIC ITEM IS A CAPITAL EXPENSE OR AN OPERATING EXPENSE REGARDLESS OF EXAMPLES IN THE DEFINITIONS. Include funds spent for construction and Asset Protection whether local, state or federal.</p>
Total Expenditures	<p>Total Expenditures includes Total Operating Expenditures and Total Capital Outlay. This total is automatically calculated. Check the total below against the library's total. Correct differences in the breakdown.</p>
Selective Categories	<p>Below are selective categories of operating expenditures. The figures that the library reports for salaries and benefits below are automatically totaled for Employees listed under Operating Expenditures above. Also, all other breakouts should be derived from Operating Expenditures Collection and Operating Expenditures Other listed under Operating Expenditures above. Total of the breakout (below) does not necessarily equal Operating Total (above.)</p>
Employees Salaries	<p>Salaries and Wages include salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.</p>

Employee Benefits	Employee Benefits Operating Expenditures are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
Print	Print includes books and serials. Examples include bound periodicals (not binding costs), government documents in print and ephemeral print materials.
Subscription	Current Serial Subscriptions includes all physical formats. Include periodicals, newspapers, and other serials.
Electronic Format	Electronic Format Materials Operating Expenditure includes materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tool. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff. This expenditure should also be included in the Collection Operating Expenditure.
Audio Visual	Audiovisual materials include audio and video materials. For more definition, see Audio and Video data elements in the Collection Form.
Preservation	Preservation Operating Expenditures includes activities associated with maintaining library and archival materials for use either in their original form or in some other usable way, including but not limited to binding and rebinding, materials conversion, deacidification, lamination, and restoration. Do not include salaries and collection expenditures.
Physical Plant	Physical Plant Operating Expenditures includes heat, water, electricity, telephones, sewer use and other activities concerned with keeping the physical plant open, safe, and ready for use. Include supplies for and costs of cleaning, disinfecting, lighting, moving furniture, handling stores, caring for grounds, and other such housekeeping activities as are repeated regularly on a daily, weekly, monthly, or seasonal basis. Include minor repairs (e.g. broken windows). Do not include salaries/wages or benefits of security and maintenance staff.

Electronic Access	<p>Electronic Access Operating Expenditure includes all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as CLAN, OCLC FirstSearch or other electronic document delivery. Do NOT report capital expenditures for items in this category.</p> <p>Note: Report only operating expenditures for access. These expenditures should also be included in Other Operating Expenditures. Do not report capital expenditures for items in this category.</p>
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WAGES FORM

WAGES FORM	<p>Report FY2004.Count individuals who are paid for work done related to library operational duties. Include city/town department staff time clearly spent on library operations (i.e., custodians in a town budget but not library budget.) Treat individuals hired for one time projects as project contractors and do not count them here.</p> <p>Please report the library salary and staffing structure for library employees only, in effect on July 1st in the year the report is due. Fill out a form for each position fitting a different category with a unique number of standard work hours per week and/or unique salary or hourly rate. Include positions that are vacant on July 1st but ordinarily are filled. Carefully review the job categories and their definitions. Report by categories that best describe the duties of each library position in the library. Report a position in more than one category only when 30%-70% of the job duties fit a category. The exception is when the position is part of the current standards requirement for children's services FTE (standard 16). In this case, report whatever percentage (1-100%) of the job duties fit in either category 5 or 3 and explain compliance with standard 16 in the notes section. Use category 3 when the duties are to manage operations of the Childrens Department. In all other cases, choose only one category to describe a library position. Use one form to report more than one staff in a category when the staff work the same hours/week and are paid the same salary or rate irregardless of the different Official Position Titles used at the Library. If the hours/week and/or salary or rate are different, use another form to report those positions in same category. Only seasonal pay and</p>
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	<p>hours should be averaged, using a 52 week period. Do not average any other pay or hours on the form for other positions. For each position, indicate when the incumbent holds an MLS degree (defined as a degree from a graduate library school accredited by the American Library Association or an equivalent certificate from a state that awards such certificates.) Grandfathered individuals are not counted as individuals holding an MLS. Give the position title used in the library for each form filled out. Report vacant positions and note them as vacant in the position title data element. Fill out a form for each unique position.<p>Count individuals who are paid for work done related to library operational duties. Include city/town department staff time clearly spent on library operations (i.e., custodians in town budget but not library budget). Treat individuals hired for one time projects as project contractors and do not count them here.</p>
Category	<ol style="list-style-type: none"> 1. Director --- Chief administrative officer of the library or library system. Reports directly to a board of trustees. Plans and directs all aspects of the operation. May have job titles such as Librarian or Head Librarian. May represent the library to the community. 2. Deputy/Associate/Assistant Director --- Assists Director in planning and directing some or all aspects of the library or library system. May assume responsibilities in the absence of the Director. 3. 3. Manager/Department Head --- Manages all operations of one service unit of a library system (eg. Reference Dept. Technical Services Dept., Childrens Dept., Development Office, Financial Office, Public Relations Office, or Business Office) 4. Branch Librarian --- Includes experienced or entry level professionals. May have supervisory responsibility for paraprofessional or clerical staff. These positions may be without responsibility for supervising other professional staff 5. Children's and/or Young Adult Services Librarian --- Plans and conducts library services for children and/or young adults. Advises users on library resources. Selects materials for the collection. May plan and conduct programs and outreach services. 6. Reference/Information Librarian --- Locates information for users or helps find answers to questions and gives instruction about the use of sources in the library or available electronically. Makes decisions about acquiring sources or arranging for access to them. 7. Technical Services Librarian --- Organizes all types of materials purchased by the library. May be responsible for providing access to shared resources through electronic networks.

	<p>8. Library Associate --- Performs circulation, processing or public services duties under professional supervision. The typical educational qualification of the Library Associate is the Bachelors degree. Library Associates typically have two years of college, an associate degree in library technology, or a high school diploma with appropriate experience as qualifications. Through experience and education, they have assumed supervisory responsibility for subordinate staff.</p> <p>9. Library Technician --- Performs circulation, processing or public services of a complex technical nature under supervision. The minimal educational qualification for the job category is high school graduation. Positions here typically do not include supervisory responsibilities.</p> <p>10. Aide/Page --- Retrieves and returns materials to shelves and/or files. Reads and straightens shelves.</p> <p>11. Office Staff --- Includes Administrative Assistant, Bookkeeper, Clerk Typist, Secretary and/or other similar job titles.</p> <p>12. Buildings/Ground Staff. Includes Maintenance, Security, Custodian, Groundskeeper and/or similar job titles.</p>
Compensation below is...	<p>Choose one from pull down menu salary or hourly rate. Do not average actual salary or actual hourly rate.</p> <p>Salaried Split Positions must report portion of salary for category. Do not report whole salary for split positions.</p>
Hours per Week	<p>When there is more than one staff person fitting into the same category but the hours worked a week are different, use a new form to report each position. To report seasonal staff, average the seasonal staff hours over a 52 week period.</p> <p>For Split Positions, report the hours worked in one category only, on each form. For example, a person who splits their work time between both children's service(25 hrs/wk) and reference(15 hrs/wk) should report 25 hrs/wk as Standard Hours Work per Week on a form for category 5 and 15 hrs/wk on a form for category 6. The Whole Person Hours per Week of 40 hrs/wk is then automatically generated on the split position form. Click the Wages Form ? button for when a split position should be reported.</p>
Notes	<p>Provide the number of the other category of a split position here, i.e., "split with category 6."</p> <p>Explain compliance with Standard 16 here, i.e., "meets 1 FTE MLS professional assigned to reference service."</p> <p>Explain any data that is not self-evident on this form here, i.e. "averaged yearly salary and standard hrs. work per wk. of summer staff."</p>